

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON FEBRUARY 4, 2021 AT 12:15 P.M.
BY TELECONFERENCE**

MEMBERS PRESENT:

Kenneth Adams, Chairperson

RuthAnne Visnauskas, Member

Joyce L. Miller, Member

Christopher Curtis, New York State Department of Taxation and Finance, representing the
Commissioner of Taxation & Finance Member

Jesse Olczak, New York State Division of the Budget, representing Robert Mujica, Budget
Director

Chairman Adams presided over the meeting. Ms. Linda Manley, Senior Vice President and Counsel to HCR, formally opened the meetings and acted as secretary.

Ms. Manley explained the circumstances necessitating and authorizing the meeting to be held by teleconference and the procedures to be used to register the votes of the Members.

There was a quorum with five Members present. Chairperson Adams made a motion to call to order the meeting of the Members of the HTFC. The motion was seconded by Ms. Miller, and the meeting was opened.

Chairman Adams stated that Ms. Visnauskas would make her President’s Report.

Ms. Visnauskas provided the Members with a brief introduction of the programs run by the HTFC, future steps to be taken to assist the new Members transition to the HTFC, and thanked Ms. Holly Leicht and Mr. Alex Valella for their service as past Members.

The first item on the agenda was the approval of the minutes of the meeting held on December 10, 2020. The minutes were deemed approved.

The next item on the agenda was a resolution authorizing the adoption of amended By-Laws of the Corporation. Ms. Manley presented the amended By-Laws summarizing the main changes to the existing By-Laws. Ms. Manley asked for Chairperson Adams’ vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas’ vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak’s vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis’ vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller’s vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby amend the By-Laws of the Housing Trust Fund Corporation, as amended through February 4, 2021.

Section 2. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing the adoption of a revised Audit Committee Charter. Ms. Manley presented the proposed amendment summarizing the main points contained in the amended charter Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby adopt the Audit Committee Charter, effective as of February 4, 2021.

Section 2. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing the adoption of a revised Governance Committee Charter. Ms. Manley presented the proposed amendment summarizing the main points contained in the amended charter Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby adopt the Governance Committee Charter, effective as of February 4, 2021.

Section 2. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing the appointment of the President of the Office of Finance and Development. Ms. Visnauskas presented the proposed appointment summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and

Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby appoint Ms. Thehbia Hiwot as the President of the Office of Finance and Development.

Section 2. This resolution shall be effective immediately.

The next item on the agenda was a resolution authorizing the appointment of the President of the Office of Community Renewal. Ms. Dina Levy presented the proposed appointment summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby appoint Crystal Loffler as the President of the Office of Community Renewal.

Section 2. This resolution shall be effective immediately.

The next item on the agenda was a resolution authorizing awards from the Multifamily Finance 9% Summer 2020 Request for Proposals Process. Mr. Brett Hebner presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby approve the authorization of the awards identified below:

Project ID	Awardee	Project Name	County	Region	Program(s)	Award Amount(s)	Residential Units
20200243	ODS Management, Inc.	Wellington North	Monroe	Finger Lakes	HOME, Federal HTF	\$4,000,000, \$1,399,638	50

Section 2. The Members hereby provide that this authorization will lapse after 360 days if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 3. The Members hereby approve the entering into of a regulatory agreement with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and consistent with such terms and conditions as set forth by program guidelines.

Section 4. The Members hereby authorize any officer in the Office of Finance and Development or Senior Officer as defined in the By-Laws of HTFC to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 5. This resolution shall be effective immediately.

The next item on the agenda was a resolution authorizing entry into a contract with Enterprise Community Partners for the COVID-19 Rent Relief Program. Ms. Rebecca Koepnick presented the proposed contract summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby authorize the emergency contract with Enterprise for the provision of TA Services, for a 12-week period, with three optional three-month renewals, in a total amount not to exceed \$350,000.

Section 2. The Vice President and Assistant Deputy Commissioner of the Section 8 Program, or another designated Senior Officer of the Corporation, is hereby authorized, subject to this resolution, to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving legal service contracts with law firm panels. Ms. Manley presented the proposed legal services appointments summarizing the main points contained in the related memo. Ms. Miller asked if the MWBE firms were allocated a substantial portion of significant work. Ms. Manley clarified this is a panel for non-bond counsel work and the exclusive usage of MWBE firms for certain areas of legal services. Ms. Veronica Flanders also confirmed good usage rates of MWBE firms.

Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The HTFC Members hereby authorize HTFC to extend its legal services agreement with Sive Paget for a one-year period.

Section 2. The HTFC Members hereby authorize legal services contracts with law firms on the Panels, on an as-needed basis, for a one-year period.

Section 3. Affirmative concurrence is hereby provided by the Members for the determination not to enter into a new competitive award process at this time in connection to the legal services provided by law firms on HTFC's Panels, with the understanding that such determination will result in the procurement of legal services with law firms on the Panels procured in excess of five years without a new competitive selection process being conducted, as indicated in the memorandum accompanying this resolution.

Section 4. HTFC's General Counsel, or any designated Senior Officer of the Corporation, is hereby authorized, subject to this resolution, to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution, in accordance with the memorandum accompanying this resolution.

Section 5. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving SEQRA documentation and classification of True Bethel Commons, Wellington North, and 4519 WPR. Ms. Heather Spitzberg presented the proposed classifications and declarations summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and

passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby accept the SEQRA documentation for True Bethel Commons and hereby adopt the recommendation that this project be classified as an unlisted action with a negative declaration under SEQRA.

Section 2. The Members hereby accept the SEQRA documentation for Wellington North and hereby adopt the recommendation that this project be classified as an unlisted action with a negative declaration under SEQRA.

Section 3. The Members hereby accept the SEQRA documentation for 4519 WPR and hereby adopt the recommendation that this project be classified as an unlisted action with a negative declaration under SEQRA.

Section 4. The Members hereby authorize HTFC's SEQRA Officer or any authorized agent or officer to execute any documents in accordance with the applicable provisions of law to effectuate the purpose of this resolution.

Section 5. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing an award of HOME Funds for Greater Rochester Housing Partnership. Ms. Madeline Fletcher presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby authorize a NYS HOME Program award in an amount not to exceed \$15,462,700 to the Greater Rochester Housing Partnership for Flower City Apartments.

Section 2. The Members hereby authorize any officer of the Office of Community Renewal or any Senior Officer as defined by the By-Laws to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing Community Development Block Grant Economic Development awards. Ms. Crystal Loffler presented the proposed awards summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Adams' vote with respect to the adoption and passage of the resolution and Chairperson Adams approved. Ms. Manley asked for Ms. Visnauskas' vote with respect to the adoption and passage of the resolution and Ms. Visnauskas approved. Ms. Manley asked for Mr. Olczak's vote with respect to the adoption and passage of the resolution and Mr. Olczak approved. Ms. Manley asked for Mr. Curtis' vote with respect to the adoption and passage of the resolution and Mr. Curtis approved. Ms. Manley asked for Ms. Miller's vote with respect to the adoption and passage of the resolution and Ms. Miller approved.

The following resolution was adopted:

Section 1. The Members hereby approve the following awards in an aggregate amount not to exceed \$127,558 under the CDBG Program:

Project ID	Recipient	Project Name	County	Region	Grant Amount	Total Project Cost	Jobs (L/M)
320SB965-21	Village of Delhi	Verdugo Hospitality, LLC dba The Hollow	Delaware	Southern Tier	\$32,000	\$86,599	3 (3)
1160SB966-21	Ulster County	PK30 Systems, Inc.	Ulster	Mid-Hudson	\$95,558	\$238,895	4 (4)

Section 2. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately.

The remaining item was an informational item and did not require board action:

The next item on the agenda was a review of authorized contracts under the Governor's Office of Storm Recovery.

There being no unfinished business, and considering the first and second motions previously entered, Ms. Manley asked for a vote to adjourn the meeting and the meeting was adjourned at 12:56 p.m.

Ms. Manley informed the Members that the next HTFC Members meeting is scheduled for Thursday, March 11, 2021 at 9:00 a.m.